



Self-Inspection Audit

Okay	Not Okay	Posting Requirements/Records
<input type="checkbox"/>	<input type="checkbox"/>	Emergency phone numbers posted
<input type="checkbox"/>	<input type="checkbox"/>	Labor and OSHA poster posted
<input type="checkbox"/>	<input type="checkbox"/>	Exit signs, floor loading capacity, specific hazard warnings
<input type="checkbox"/>	<input type="checkbox"/>	OSHA 300 logs being maintained
<input type="checkbox"/>	<input type="checkbox"/>	Material Safety Data Sheets
<input type="checkbox"/>	<input type="checkbox"/>	Safety training records
<input type="checkbox"/>	<input type="checkbox"/>	Operating permits, crane/hoist inspections
Comments		

Okay	Not Okay	Medical/First-Aid/Fire Protection
<input type="checkbox"/>	<input type="checkbox"/>	Hospital/clinic close to workplace – phone number posted
<input type="checkbox"/>	<input type="checkbox"/>	First-aid kit(s) available, accessible, fully stocked
<input type="checkbox"/>	<input type="checkbox"/>	Eye wash station provided
<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguisher accessible, certified (employees trained)
<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm system working/employees know alarm
<input type="checkbox"/>	<input type="checkbox"/>	Fire sprinklers protected/proper clearance underneath
Comments		

Okay	Not Okay	Housekeeping/General/Floors/Stairs
<input type="checkbox"/>	<input type="checkbox"/>	Work areas including aisles/walkways clean, clear and unobstructed
<input type="checkbox"/>	<input type="checkbox"/>	Trash and debris removed daily or as needed
<input type="checkbox"/>	<input type="checkbox"/>	Metal cans used for disposing oily or paint soaked debris
<input type="checkbox"/>	<input type="checkbox"/>	Smoking area designated and away from hazardous operations
<input type="checkbox"/>	<input type="checkbox"/>	Adequate illumination – Emergency lighting functional
<input type="checkbox"/>	<input type="checkbox"/>	Wet floors controlled with non-slip material or chemically treated
<input type="checkbox"/>	<input type="checkbox"/>	Changes in floor elevations marked
<input type="checkbox"/>	<input type="checkbox"/>	Elevated walkways/Stairs properly guarded with railing
Comments		



Okay	Not Okay	Material Handling/Storage
<input type="checkbox"/>	<input type="checkbox"/>	Adequate M.H. equipment (forklift, handcart, trolley, carts, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Policy in place requiring 2 employees to lift heavy or awkward loads
<input type="checkbox"/>	<input type="checkbox"/>	Employees trained and observed on proper lifting methods
<input type="checkbox"/>	<input type="checkbox"/>	Storage arranged so heavier items are place on lower and middle shelves
<input type="checkbox"/>	<input type="checkbox"/>	Stepladder available to retrieve items stored on upper shelves
<input type="checkbox"/>	<input type="checkbox"/>	Storage of materials arranged to accommodate safe lifting methods
<input type="checkbox"/>	<input type="checkbox"/>	Storage of materials stacked or arranged neatly/squarely
Comments		

Okay	Not Okay	Equipment/Machinery/Tools
<input type="checkbox"/>	<input type="checkbox"/>	Employees properly trained and observed on equipment/machinery/tools
<input type="checkbox"/>	<input type="checkbox"/>	All moving parts adequately guarded (e.g., flywheels, belts, fans)
<input type="checkbox"/>	<input type="checkbox"/>	Signs are posted on machines indicating danger, warning, caution
<input type="checkbox"/>	<input type="checkbox"/>	Bench grinders fully guarded with tool rest, shields and wheel cover
<input type="checkbox"/>	<input type="checkbox"/>	Equipment and machinery anchored to prevent walking
<input type="checkbox"/>	<input type="checkbox"/>	Emergency stop buttons accessible and marked
<input type="checkbox"/>	<input type="checkbox"/>	Lockout procedures are followed during shutdown
<input type="checkbox"/>	<input type="checkbox"/>	Fan guarding equipped with a full screen having openings ½ inch or less
<input type="checkbox"/>	<input type="checkbox"/>	All cord-connected equipment/tools effectively grounded or insulated
<input type="checkbox"/>	<input type="checkbox"/>	Equipment/machinery equipped with restart switch for power failure safety
Comments		

Okay	Not Okay	Electrical
<input type="checkbox"/>	<input type="checkbox"/>	All circuit breaker panels kept closed
<input type="checkbox"/>	<input type="checkbox"/>	All circuit breakers marked to indicate their control
<input type="checkbox"/>	<input type="checkbox"/>	No open spaces or blanks inside circuit breaker panel
<input type="checkbox"/>	<input type="checkbox"/>	All junction boxes, switches and connection covered
<input type="checkbox"/>	<input type="checkbox"/>	Electrical connections in wet areas protected with GFCI's
<input type="checkbox"/>	<input type="checkbox"/>	Limited use of extension cords and only used as temporary wiring
<input type="checkbox"/>	<input type="checkbox"/>	Extension cords free of defects, insulation damage, no splices
<input type="checkbox"/>	<input type="checkbox"/>	No storage of flammables near electrical panels or where sparking occurs
<input type="checkbox"/>	<input type="checkbox"/>	Electrical wiring is protected in conduit or other type of approved raceway
Comments		



Okay	Not Okay	Miscellaneous
<input type="checkbox"/>	<input type="checkbox"/>	Personal protection equipment (PPE) provided, employees trained, utilized
<input type="checkbox"/>	<input type="checkbox"/>	Paint spray booths cleaned regularly/filters
<input type="checkbox"/>	<input type="checkbox"/>	Authorized personnel using forklifts only
<input type="checkbox"/>	<input type="checkbox"/>	Ladders in good condition and stored appropriately
<input type="checkbox"/>	<input type="checkbox"/>	All compressed gas cylinders secured and stored away from heat sources
Comments		

Okay	Not Okay	Site Specific Items
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
Comments		

